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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

4 March 1981

Mr. Edwin A. Thompson  
Director, Records Declassification Division  
National Archives and Records Service  
Room 18-W, National Archives Building  
Eighth Street and Pennsylvania Avenue, N.W.  
Washington, D. C. 20408

Dear Alan:

My letter to you, dated 23 December 1980, set forth the basic procedures which we agreed upon for protecting CIA information found in Department of State records for the period 1945-49 held by NARS as part of Records Group 59. As implementation of these procedures progressed, a question arose concerning the method of processing those records which require continued protection. Some documents of interest to CIA remain classified and simply require certification by the Director of CIA that they must remain so. Other documents are not classified yet require continued protection because they contain information that falls within the Director's statutory authority to protect certain organizational and other data. This situation often results from the fact that the file number placed on the document by the Department of State identifies the information as relating to CIA or one of its predecessor organizations. The seven files where this situation has been found are: 101.5, 101.502, 101.6, 101.61, 101.6102, 811.20200 (E), and 811.20200 (FAMILY).

The problem is how to handle the documents in these two groups. Following recent discussions it is recommended that this situation be handled as follows: CIA reviewers will again go through the 13 boxes of documents related to these seven files and indicate by tabbing: (1) classified documents which require continued protection; (2) unclassified documents which require continued protection; and (3) documents of no interest to CIA. NARS declassification review personnel will remove all tabbed classified documents, replace them by withdrawal notices, store them in a secure area, and include them on the computer listing for certification by the Director of Central Intelligence. Tabbed, unclassified documents will be left in the boxes. The custodial units will be responsible to protect this latter group of documents as containing privileged information and, according to Mr. Milton Gustafson, Chief of the Diplomatic Archives Branch, such documents will be removed from the boxes and stored separately to ensure that they are not inadvertently released. Any documents of no interest to CIA will, of course, be left in the boxes and any necessary classification review of those documents with other U.S. Government agencies or foreign governments will be handled separately by NARS personnel.

Cards in the indices to these files will be handled in the same way as the documents. Each card will be reviewed by the CIA reviewers. If the card requires protection it will be withdrawn and replaced with a temporary dummy card. The CIA reviewers will indicate how the original card should be sanitized and NARS personnel will prepare the sanitized cards. CIA personnel will then file the sanitized cards in the indices replacing the dummy cards. Withdrawn cards will be kept in a secure area, attached to their referenced document wherever possible.

If this procedure is acceptable to NARS, our reviewers are prepared to implement the required actions immediately.



Chief, Classification Review Division  
Office of Information Services  
Directorate of Administration

STATINTL

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CLASS 1

ADMINISTRATION OF THE UNITED STATES GOVERNMENT

- 100 GENERAL.
- .1 Buildings. Premises. Real property. Lands.
  - .2 Agents. (Including self-styled or bogus agents).
  - .3 Records. Security of Records.
  - .4 Inter-agency Boards, Committees, etc. (Arranged alphabetically using authorized abbreviations or symbols).
  - .5 Bonds for government officials. (For Foreign Service see 120.304).
- 101 White House. Executive Mansion. Executive Offices.  
(Executive Offices not listed below will be arranged alphabetically by authorized symbol).
- .1 *101.102* Bureau of the Budget. -- *agents*.
  - .2 *102.202* National Security Council. *agents*
  - .21 Central Intelligence Agency.  
(For personnel use 123, 121.\*\*3 or 122.\*\*3).
  - .3 *302 agents* Office of Defense Mobilization. *OCDM*
- 102 Executive Departments. Cabinet Posts. (For Department of *Hoover Commission Task Force*)  
State see 110).  
(For Agents, add 02 after Department, Bureau or office number).
- 102.1 Treasury Department. (This series includes services performed by the State Department for these agencies as well as their organization, functions, etc.).
- .103 Checks.
  - .11 Bureau of Internal Revenue.
  - .12 Coast Guard.
  - .13 Bureau of the Mint.
  - .14 Bureau of Narcotics. Customs Agency Service.
  - .15 Bureau of Customs.
- 102.2 Defense Department.
- .201 Joint Chiefs of Staff. *(Do not use or add 02 after this number)*
  - .21 Department of the Army.
  - .22 Department of the Navy.
  - .221 Hydrographic Office. Notices to mariners.
  - .23 Department of the Air Force.
- 102.3 Department of Justice.
- .31 Federal Bureau of Investigation.
  - .32 Immigration and Naturalization Service.
  - .33 Bureau of Prisons.
  - .34 Office of Alien Property.
- 102.4. Post Office Department.
- 102.5 Department of the Interior.
- .51 Geological Survey Office.
  - .52 Bureau of Mines.
  - .53 Fish and Wildlife Service. U. S. Bird Bands.

- 700.
- 7\*\* .343 Commercial.
  - .344 Probate.
  - .345 Bankruptcy.
  - .346 Admiralty jurisdiction.
  - .35 Procurement of evidence.
  - .35## Procurement of evidence from country ## for use in country \*\*.
  - .36 Effect of judgments and decrees.
  - .36## Effect of judgments and decrees of courts of country ## in country \*\*.
  - .37 Other judicial matters.
  - .371 Authority to administer oaths.
  - .372 Requirement of country regarding authentication of documents for use therein.
  - .4 Mixed (International) Courts.
  - .5 National Defense Affairs. Army, Navy and Air. (General).
  - .51 Fortifications. Defenses.
  - .52 Intelligence activities. Subversive activities.
  - .521 Biographical data. (\*\* Nationality of individual).
  - 700.52## Intelligence activities, espionage, of country \*\* in country ##. (For Communist activities, see 7\*\* .001). (Classify under individual cases where possible).
  - .53 Military and naval courts. Law.
  - .54 Maneuvers. Target practice. Troop movements. (Use 7\*\* .54 if within territorial limits of country \*\*).
  - .54## Movements of, and attacks upon, naval vessels and military and naval aircraft of country ## within territorial jurisdiction of country \*\*. Overflights.
  - .55 Organization.
  - .551 Personnel. (Effectives). Commissioned and enlisted.
  - .5511 Enlistment. Conscription. Draft. Discharge. Desertion.
  - .5512 Pay. Subsistence. Retirement. Pensions.
  - .552 Marine Corps.
  - .553 Schools and Academies.
  - .553## Admission of nationals of country ## for visit or study. (Includes admission for observation to war industries, airplane plants, etc.).
  - .554 Auxiliary services. (WACS, WAVES, WRENS, etc.).
  - .56 Equipment and supplies.
  - .561 Armaments; ordnance; arsenals; armories; tanks; trench mortars; flame throwers; (For governmental control of arms traffic, see 4\*\* .#3).
  - .5611 Atomic bombs. Hydrogen bombs. *Atomic Weapons.*
  - .5612 Guided missiles; supersonic weapons; rockets.
  - .5613 Poison gases; bacteriologicals; chemicals. (For illegal or inhuman warfare, see 6\*\* .##26).
  - .5614 Small arms; bombs; grenades; rifles.
  - .5615 Helium.

1940 - 1949

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## Class 1

# Administration, United States Government

## 100 The Government.

- .1 Buildings and premises.
  - .11 Lands.
    - .111 Condemnation.
    - .112 Buildings.
    - .121 Maintenance. Custody.
    - .13 Rented quarters.
  - .6 Records. Correspondence.
    - See also 8\*\*414.
  - .61 The National Archives (Office of Archivist of the United States).
    - (Act of Congress June 19, 1934.)
    - .611 National Historical Publication Commission.
    - .612 National Archives Council.
    - .613 Federal Register.
    - .65 Correspondence between United States and foreign governments through other than diplomatic channels.
    - .65\*\* Correspondence between United States and country \*\* through other than diplomatic channels.

## 101 The White House (the President's Office).

Correspondence regarding the President personally is classified as 811.001.

## 102 Executive departments.

Services rendered by the Department of State to other executive departments, independent government offices, States, and Territories, and vice versa, are carried under 102.1 to 105.

- .01 Buildings and premises.
  - Subdivided like 100.1.
- .02 Agents.
  - Self-constituted or self-styled agents.
- .028 Attorneys and other agents practicing before departments.
- .03 Property. Equipment. Supplies. Accounts.
- .04 Seals.
- .05 Records.
  - Publication of.
  - See also 116.8.
- .067

103.918 - off

103	Independent offices, United States Government— Continued.	.99	Alien Prop Act c Trans
.5	United States Geographic Board. Executive Order, Sept. 4, 1890. Discontinued, June 17, 1934. See 102.69.	.991	Federal Bo Act c Discor
.6	The Panama Canal. Executive Order, Jan. 27, 1914. (Formerly Isthmian Canal Commission and Panama Canal Commission.)	.992	Fuel Admi Act c (Cease Dei
.7	Library of Congress. Act of Congress, April 24, 1800.	.993	United Sta Act c
.8	Tariff Commission. Act of Congress, Sept. 8, 1916. (Tariff Board, 1909-1912.)	.994	United Sta Act c Abolis 3, 19
.91	Board of Governors of the Federal Reserve System. Act of Congress, Dec. 23, 1913. (Formerly Federal Reserve Board.)	.995	United Sta Act c Abolis
.911	National Advisory Committee on Aeronautics. Act of Congress, Mar. 3, 1915.	.996	War Finan Act c
.912	Civil Aeronautics Authority. Act of Congress, June 23, 1938.	.997	National M Act c (Form ceed
.915	Federal Trade Commission. Act of Congress, Sept. 26, 1914. General Services Administration. Executive Order, Apr. 14, 1917. (Ceased to function, June 30, 1919, and records transferred to Council of National Defense. Executive Order, Aug. 19, 1919.)	.998	The Comm Act c
.94	Council of National Defense. Act of Congress, Aug. 29, 1916. (Ceased to function, June 30, 1921, and records transferred to War Department. Executive Order, Apr. 21, 1921.)	.999	Federal Bo Exec (Form
.95	United States Shipping Board. Act of Congress, Sept. 6, 1916. Discontinued, June 10, 1933. See 102.881.	.9991	General Ac Act c
.951	United States Maritime Commission. Act of Congress, June 29, 1936.	.9992	Veterans' / Exec (Form
.96	War Trade Board. Act of Congress, Oct. 6, 1917. Transferred to Department of State, July 1, 1919. (Personnel and records relating to dyes and chemicals transferred to Treasury Department. Act of Congress, May 27, 1921.)	.99921	Medi ret Disco
.96a	Minutes.	.9993	National A Act c
.961	Bureau of Imports.	.99931	National R Execu
.962	Bureau of Exports.	.9994	American I Act c
.97	Food Administration. Act of Congress, Aug. 10, 1917. Abolished by Executive Order, Aug. 21, 1920.	.9995	Personnel C Act c Disco
.98	Censorship Board. Act of Congress, Oct. 6, 1917. Abolished by Executive Order, July 30, 1919.		

103.917 changed to

Board of Economic Warfare.  
8982, Dec. 17, 1941

(Executive Order

811.

## 8\*\*.13 Correction and punishment.

Statistics.

.131 Prisons and reformatories.

## 8\*\*.14 Charities. Philanthropic organizations.

.142 Red Cross.

.143 Almshouses, hospitals, and asylums.

See also 3\*\*.116.

.144 Young Men's Christian Association. Young Women's Christian Association. Salvation Army.

Includes other charitable and philanthropic organizations.

Each subdivision will be made a separate case.

.145 Institutional homes.

.146 Soldiers' and sailors' homes.

Admission.

.147 Seamen's homes (merchant marine).

Service center.

## 8\*\*.15 Public works.

.151 Water supply.

.152 Sewerage.

.153 Lighting.

.154 Roads. Streets. Highways.

Paving.

.1541 Bridges.

.155 Parks.

.156 Harbors.

.1561 Docks. Port facilities.

See also 102.5216.

For navigation laws and regulations, see 8\*\*.801.

.1562 Lighterage, towing and transportation.

.1563 Stevedoring.

.1564 Drydocks.

See also 8\*\*.345.11

.157 Public buildings.

.1576 Markets (market places).

## 8\*\*.20 Military affairs. Army. Army posts. Fortifications. Defenses.

Military instructors (advisers). (\*\* Country in which serving.)

.20111 Visits of officers of country 11 to military establishments in country \*\*.

.20211 Military activities of country \*\* in country 11 (including gathering of information).

Espionage. Propaganda.

.203 Military courts. Law.

.206 Saluting stations.

.208 Tender of services to country \*\* by persons, corporations, etc.

8\*\*.21 Arm

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